

SENIOR COMMUNITY DEVELOPMENT SPECIALIST

DEFINITION

To lead and participate in a variety of complex and advanced level professional, technical and analytical work in support of the City's various areas of community development; interact closely with members of the public and other City departments, the private sector, and other government agencies; and perform other related duties.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from Assistant Director of Community Development.

Exercise technical and functional guidance over assigned staff.

ESSENTIAL FUNCTIONS – Functions may include, but are not limited to, the following:

Coordinates and manages complex projects and program within assigned areas.

Processes entitlement applications, dispenses public information.

Prepares and reviews environmental documents and reports; compiles and presents reports and makes recommendation on a wide variety of subjects in assigned area.

Prepare, lead, and oversee complex planning documents, environmental analysis, redevelopment plans, development and disposition agreements, relocation plans, and other pertinent studies.

Perform administrative work on various projects assigned, such as housing rehabilitation programs, including eligibility determinations, contractor screening, loan closing and fund disbursement approvals.

Analysis of fiscal issues related to assigned projects.

Perform marketing research and other economic activities essential to the City.

Oversee professional staff in performing and conducting studies, special project, and administrative and technical functions.

Plan, prioritize, assign and review the work of subordinate staff.

Research and compile information for special studies and technical and administrative reports from a variety of resources and make recommendations; prepare written correspondence.

Interpret data and legislation and prepare written analysis.

Maintain data and enter into various databases related to community development programs.

Update and write reports, flyers, brochures, advertisements, promotional items and promotional supplements in regional publications.

Serve as a department liaison to various boards, commissions and civic groups dealing with housing, redevelopment, community development and economic development issues.

Represent the City to outside agencies and at various trade shows.

Prepare and provide oral presentations to a range of internal and external groups.

Build and maintain positive working relationships with co-workers, other employees and the public using principles of good customer service.

Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

Public administration, planning, and community development concepts, policies, practices, and procedures.

Federal, State and local redevelopment laws and practices.

Various aspects of redevelopment including commercial, residential/community and industrial.

Principles and practices of private and public financing and negotiations, with respect to building economics and housing development.

Project management

Budget preparation and fiscal management.

Research techniques.

Computer equipment and software applications related to assignment.

Principals and practices of supervision of assigned staff desirable.

Ability to:

Manage affordable housing programs.

Execute real estate transactions.

Apply statistics and statistical methodology.

Identify and interpret complex regulations, laws and codes and explain policies and procedures to employees and others.

Perform independent research; collect, compile, analyze, and present a variety of data in a meaningful way to various groups, agencies, and management staff.

Negotiate land purchases, disposition and development agreements.

Manage a large volume of work and work on several diverse projects at the same time.

Maintain flexibility to respond quickly to changing priorities and time-sensitive requests.

Solve problems with speed, accuracy and diplomacy.

Make presentations to various size groups.

Use computer software, including word processing, database, spreadsheet and PowerPoint.

Apply proper English usage, spelling, grammar, and punctuation.

Work independently and with a team and manage a large volume of work.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Work with various cultural and ethnic groups in a tactful and effective manner.

Experience and Training

Any combination of education and/or experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Three years of increasing responsible experience in economic development, redevelopment, community development, real estate development, or a related field. Supervisory experience is desirable.

Education:

Equivalent to a bachelor's degree in planning, urban studies, public administration, business administration, marketing or a related field. A master's degree is desirable.

PHYSICAL DEMANDS

On an intermittent basis, sit at a desk for long periods of time; intermittently walk, stand, bend, squat, twist and reach while retrieving and/or returning files; perform simple grasping and fine manipulation; use a telephone; use a keyboard to communicate through written means; review information and enter/retrieve data; see and read characters on a computer screen; and lift up to 20 lbs.

WORKING ENVIRONMENT

Primary work is performed indoors in a carpeted and air-conditioned office environment with fluorescent lighting and moderate noise level. Some exposure to the external environment is required when performing duties in the course of work.

12/04
REV: 7/05